PARKLAND
Regional College

02
03

Annual Report

2002 - 2003

The College That Works!

Regional Colleges

Our Vision

Mission

To provide access to life-long learning opportunities that respond to the needs of our adult population, communities, and organizations to adapt to changing environments.

Vision

Parkland Regional College is a proactive rural, educational organization in which the College excels in facilitating learning opportunities for our communities through commitment to our values.

Values

Respect
To model and promote respect within the College and with its partners.

Compassion
To foster an environment where empathy is integral and expressed.

Quality of Education
To provide programs and services that will be of the highest quality involving program development, implementation and evaluation.

Financial Accountability
To be accountable for and ensure all resources are concentrated toward outcomes.

Fairness
To provide programs and services that support the labour market and community needs of the region.

Life-long Learning
To provide and encourage opportunities for individual growth and development.

Integrity
To practice integrity in the learning environment and to adhere to high ethical standards.

Leadership
To provide sound leadership and direction in the delivery of adult education and training programs and services in East Central Saskatchewan.

Partnerships
To facilitate the development of strategic partnerships with individuals, agencies, communities and organizations to help achieve quality learning.

PARKLAND
Regional College

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Glossary of Terms

The College That Works!

Letter of Transmittal

PARKLAND
Regional College

Celebrating 30 years!
1973 2003

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December 1, 2003

Honorable Andrew Thompson, Minister
Saskatchewan Learning
Legislative Building
Regina, SK
S4S 0B3

Dear Minister Andrew Thompson:

On behalf of the Board of Governors of Parkland Regional College, I have the honor to submit herewith the Annual Report of Parkland Regional College for the year ended June 30, 2003. Duly certified financial statements of Regional College operations are included in accordance with the Regional Colleges' Act, 1987.

Respectfully submitted,

Eugene Bialobzyski
Chairperson

The College that Works!

The College That Works!

PARKLAND Regional College

Board Report 02 03

The Parkland Regional College Board of Governors held a special meeting in August 2002 to set their goals and plans for the year. These goals guided the Board's agenda and operations.

Goals & Objectives

1. Approve the College 5 year (2002-2007) Strategic Plan: accomplished through Board motion.

2. Remain fully informed on government directions and policy - updated on implementation of Regional College Review recommendations.

3. Develop items of support and assistance for Board direction - calendar, reports, monthly agendas.

4. Remain fully informed on provincial developments related to collective bargaining and class plan.

5. Approve policy and planning initiatives in key areas: revision of instructor salary and anti-harassment policies; adopted new anti-violence and pricing policies; approved signing a partnership agreement with Government Relations and Aboriginal Affairs to implement the Aboriginal Employment Development Program in the College; supported CEO in assisting in the development of an International Development Policy for the Regional Colleges.

6. Work closely with other Regional Colleges through Association of Saskatchewan Regional Colleges: Board chair was President of ASRC for 2nd term. Board members attended the Governor Development Workshop, participated in many advocacy initiatives.

7. Continue to work towards new College facility in Yorkton: approval of architect firm and general contractor; approval of the sale of Simpson School.

8. Be informed on technological advances: received report on Technology Enhanced Learning pilot project.

9. Advocate to government on behalf of Parkland Regional College. Chair attended meetings with Minister of Saskatchewan Learning.

10. Support and work towards rural revitalization: board members attended meetings convened by the provincial ASRC committee; supported CEO as member of Rural and Remote Colleges Task Group of ACCC.

11. Community liaison: board luncheons with community leaders and organizations; held five Board lunches around the region with community leaders and community organizations to build awareness of the College.

Board Report

The Parkland Regional College Board of Governors carried on many of their regular duties throughout the year as well. These included approval of the monthly financial statements and employment contracts, approval of the Trimester reports presented by management, Board self-evaluation, CEO evaluation, approval of the Audited Financial Statements, Business Plan, Needs Assessment and Annual Report and approval of high cost technology purchases.

The Audit Finance Sub-Committee is responsible for working closely with management throughout the yearly auditing process. The committee also recommends to the full Board approval of the annual Audited Financial Statements.

Members of the Board attended the annual Regional Colleges Conference, Governor Development Workshop, Association of Canadian Colleges Conference(ACCC), and College graduations. The Chair and Vice-Chair also attended the ACCC Symposium in Vancouver to network with others from across Canada.

The Board of Governors of Parkland Regional College support many other events in the College throughout the year. Some of these included the Board of Governors Student Scholarship, Staff Appreciation Event, Board/Staff annual workshop, Board/Staff Christmas party and presentations of flowers or gifts for bereavement or hospitalization of staff or Board members.

In this fiscal year the Board approved and entered into a contract with the CEO for additional professional development in the pursuit of an Education Doctorate Degree by distance from the University of Calgary.

A challenge this year was to acquire, orientate and maintain a full complement of Board members. We undertook Board orientation as a regular agenda item at monthly meetings and began discussions on a strategy to recruit interested, committed members who would ensure their role as a college Board member is a priority.

Parkland Regional College Board of Governors is proud of the work the College has accomplished over the year to bring education and training close to home for the adults in East-Central Saskatchewan.

Board Meetings '02 - '03

3 Special Meetings

10 Regular Meetings

1 Constitutional Meeting

Executive Committee

Eugene Bialobzyski
Ken Bender

Association of Saskatchewan Regional Colleges

Eugene Bialobzyski

Finance / Audit Sub Committee

Ken Bender,
Deborah Kitzul
Diane Pollock
Eugene Bialobzyski

Board Members as of July '02

Frances Bartko - Canora
Eugene Bialobzyski - Yorkton
Ken Bender - Melville
Jill Gorkhoff - Esterhazy
Leonard Keshane - Yorkton
Deborah Kitzul - Foam Lake
Shirley Lucyk - Balcarres
Dianne Pollock - Sturgis

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PARKLAND Regional College

C.E.O. Report 02 03

Fay Myers, Chief Executive Officer

It is with pleasure we provide you this report on our activities and achievements for the program year 2002-2003.

During this program year the College continued to fulfill a central role in the development of a skilled workforce for our regions labour market. There were many achievements by Parkland Regional College for the 2002-2003 year.

The College implemented a new Strategic Plan in the fall of 2002 with six key priorities: technology enhanced learning, aboriginal plan, research and development, business and contract training, accountability and marketing/ communications.

Five key performance indicators were adopted in the 2002-2003 College Business Plan with a 2001-2002 baseline. These are reported on further in this document and will be ongoing accountability measurements.

The College began construction of their new $4M campus in Yorkton in a joint facility arrangement with the Yorkton Public School Board. The completion date is scheduled for July 2003.

The former Yorkton Regional High School's Adult Education staff were negotiated into the College current SGEU Collective Agreement in preparation for our amalgamation into the new campus in the fall of 2003.

The College delivered a number of technology enhanced learning opportunities. These included Math 30A online with NorthWest Regional College, Kinesiology 171AA with the University of Regina, Computer Works taught in Fort Qu'Appelle and linked to students in Esterhazy. Credit Union courses delivered simultaneously in Canora and Kamsack, as well as many other initiatives.

There were many training courses and programs undertaken with business, industry and organizations throughout the region. There were a number of trade preparation programs delivered in the region including carpentry, welding, industrial mechanics, heavy equipment mechanics, agriculture mechanics and truck and transport repair. There was joint development with the Yorkton Tribal Council and Saskatchewan Indian Institute of Technology for a Building Maintenance Technician program delivered in Yorkton. There was also joint program delivery with Canada Saskatchewan Career and Employment Services Center in the delivery of two career exploration projects in the health field to link training to the workforce.

The demographics of our region are changing with a larger aboriginal population who will be the future workforce of Saskatchewan. Parkland Regional College is committed to supporting the aboriginal client and learner through education and training. Initiatives the college undertook this year were: providing an Elder service in Yorkton and Fort Qu'Appelle, delivering a number of short credit programs in partnership with File Hills/ Qu'Appelle Tribal Council, receiving approval of a formal College Employment Equity Plan by the Saskatchewan Human Rights Commission, representing the Regional Colleges on the Basic Education Redesign committee and delivering training to the staff of the Painted Hand Casino.

The management and staff worked closely with community groups, committees and organizations to assist in community and economic development. Some of these are the Regional Intersectoral Committee, Chambers of Commerce, Regional Economic Development Authorities and many other ad hoc committees.

Parkland Regional College continued to support the development of the Student Information System, maintenance of the new class plan adopted for the non-instructional staff, advocacy initiative of the Association of Saskatchewan Regional Colleges and recruitment of two summer students through the provincial summer student program.

We wish to thank the many individuals, organizations and businesses we have worked with over the 2002-2003 year. We look forward to their continued support and development as we jointly address the training and educational needs of the Parkland region.

The College That Works!

Strategic Plan

Key Directions

Technology Enhanced Learning
Increase opportunity and access.

Aboriginal Plan
Increase partnerships and workforce representation.

Research & Development
Increase programming opportunities.

Business / Contract Training
Increase support to economic development in rural Saskatchewan.

Accountability
Increase quality and quantity of performance.

Marketing / Communications
Increase and improve information systems, both internally and externally.

Goal: The College that works for high quality post-secondary education, training and employment programs and services.

Objective: Ensure an effective learning environment.

- Signed a Memorandum of Understanding as a partner to Campus Saskatchewan.
- Chief Executive Officer is a College representative to the Campus Saskatchewan Management committee.
- Continuous upgrade of software and hardware systems at administration and program level.
- Began construction of new Yorkton campus.
- Encouraged professional development and inservice for all staff.
- Implemented the College Employment Equity Plan approved by Saskatchewan Human Rights Commission.
- Participated in staff training on Basic Education Redesign.
- Needs Assessment partnership development initiated.

Objective: Ensure effective leadership, management and accountability.

- College Business Plan included 5 key performance indicators for accountability.
- Board self-evaluation completed.
- Ongoing orientation of new Board members.
- Piloted an Instructor Staff Performance Evaluation.
- All program areas being entered into OCSM and reports being developed based on requests.

Objective: Ensure public stakeholder awareness of and confidence in the College.

- Marketing / Communications plan revised and evaluated.
- Maintenance of website.
- CEO internal and external communications plan developed and implemented including bi-yearly Chief Executive Officer Report.

Goal: The College that works to meet the post-secondary education, training and development needs of individuals and communities.

Objective: Support capacity to respond to existing and anticipated demand appropriate to the needs of individuals, communities and the economy.

- Implemented the Technology Enhanced Learning action plan.
- Sector meetings held annually to identify skill shortages.
- Annual Vocational / Technical program review.

Objective: Increase participation of under-represented groups to enhance their employability and to contribute to a representative workforce.

- Itinerant counseling supported by Jobs First in region.
- Utilized Employability Assistance for People with Dissability funds.
- All technical programs have a workplace component in them.
- Implemented an aboriginal strategy and action plan.
  1. Board approval to sign an Aboriginal Employment Development Partnership Agreement.
  2. Ongoing dialogue with First Nations and Metis groups in region.
  3. Many full-time and part-time programs delivered on and off reserve.

Objective: Enhance access to post-secondary programs and services.

- Expanded number of student scholarships to 15.
- Continuous development of Technology Enhanced Learning projects and distance "learning centers".
- Research and development coordinator position piloted and will be ongoing with functions of Regional Needs assessment, proposal writing, Aboriginal contacts, research.

Objective: Increase the success of individuals in College programs and services.

- Graduate follow up surveys completed.

Objective: Increase the knowledge and skills of the Parkland Regional College population.

- Delivered a balanced array of programs
- Each Team develops a program/service work plan.

Objective: Contribute to the development and maintenance of a workforce responsive to the economy.

- Ongoing consultations with key stakeholders in the region.

Strategic Plan

Goal: The College that works to meet the post-secondary education, training and development needs of employers and industry and contributes to economic growth.

Objective: Increase employer and industry participation in planning and investment in education and training.

- New contract team exceeded expectation in course delivery and full load equivalents.

Objective: Support the mobility of learners and workers within and outside the College region.

- Many staff trained in Recognition of Prior Learning and portfolio development.
- Portfolio development used in Career Development programs.

Goal: The College that works by providing a dynamic and learning-centered environment.

Objective: Recognize, strengthen and reward the capabilities and contributions of employees and students and support a respectful workplace.

- Revised and approved an Anti-Harassment Policy.
- Continued regular joint Union / Management meetings.

Objective: Support innovation and research and development that enhances a learning centred environment.

- Discussions held to develop the College as a "Learning Centre" model.

Skills Training

Institute Credit

Technical Skills Training provides vocational technical skills training to individuals in the Parkland region.

Key partnerships are made with training institutions such as:

- SIAST (Saskatchewan Institute of Applied Science and Technology)
- Saskatchewan Apprenticeship and Trade Certification Commission
- STEC (Saskatchewan Tourism Education Council)
- SIIT (Saskatchewan Indian Institute of Technologies)
- Industry Training Organizations (Eg: CISCO Systems)
- Aboriginal Organizations
- Funding and other government agencies
- Employers

The overall goal is to provide individuals with skills needed for employment, at the same time addressing labour shortages for employers.

Performance Measures

Enrolments

Baseline 2001 - 2002	Actual 2002 - 2003
Total Enrolments	Total Enrolments
Credit: 539	Credit: 617*
F.L.E.: 336.2	F.L.E.: 324.9*

** Variance resulting from an increase in part-time training Eg: Home Care / Special Care Aide in Yorkton and Teacher Assistant in Fort Qu'Appelle.*

Completers

Baseline 2001 - 2002	Actual 2002 - 2003
Total Number of completers: 239	Total Number of completers: 452*

*Does not include JobStart / Future Skills and SCN.

Equity Representation

Baseline 2001 - 2002	Actual 2002 - 2003
Equity Representation: 6%	Equity Representation: 29.8%

Major Initiatives

The College delivered Level 1 and Level 2 Carpentry on Little Black Bear First Nation as part of a project under the Aboriginal Apprenticeship Initiative.

A partnership with Yorkton Tribal Council resulted in the College delivering the SIIT credit Building Maintenance Technician program, which is comprised of training modules from the international industry training organization BOMI.

Technology Enhanced Learning enabled part-time students in Esterhazy to be linked with a full-time Computer Works program in Fort Qu'Appelle. Students could see, hear and communicate with the instructor using web-based software.

Part-time Home Care/Special Care Aide courses were delivered in partnership with Sunrise Health District in Yorkton, enabling staff to work toward certification over a two year period.

In partnership with File Hills Qu'Appelle Tribal Council, a number of individuals accessed part-time courses in Early Childhood Education, Teacher Assistant, and Fetal Alcohol Spectrum training.

Programs & Services

Skills Training

Non-Credit

Technical Skills Training - Non-Credit responds to the ever changing marketplace by ensuring that industry and individual skill development needs are being met, resulting in:

- Skilled workers to create new business opportunities.
- Specialized and customized training for business.
- Literacy, employability and technological skills.
- Ongoing learning and skills acquisition in the workplace.
- Mobility of learners into new careers.

Performance Measures

Enrolments

Baseline 2001 - 2002	Actual 2002 - 2003
Total Enrolments	Total Enrolments
Non-Credit: 1580	Non-Credit: 1278*
F.L.E.: 63.1	F.L.E.: 94.5*

** Variance resulting from more business inservice with longer training times (more F.L.E) and less CID courses.*

Major Initiatives

This past year saw a concentration on building contacts and relationships with the business community and in promoting the benefit of staff training. The result was a significant increase in the number of business training events. A continued priority will be placed on this strategy.

Of significance were the courses related to government regulation and environment such as safety courses and water management courses. Many of the contacts also generated opportunities for other teams within the College.

The College also recognized a niche market in alternative health courses and delivered an introduction to homeopathy course through the Nielson Clinic in Winnipeg and also offered REIKI courses. We will be expanding the offerings in alternative health and lifestyle in the upcoming year.

JobStart / Future Skills

JobStart / Future Skills provides on the job vocational training to unemployed individuals wishing to become successfully employed. A total of 16 projects were completed, which was a decrease from the previous year. The variance is due to a freeze in funding.

Performance Measures

Enrolments

Baseline 2001 - 2002	Actual 2002 - 2003
Contractual Revenue: $459,000	Contractual Revenue: $155,110
Number of employers served: 30	Number of employers served: 14

Basic Education

Basic Education is designed to be responsive to the education, training and employment needs of our region's students and employees by delivering a range of programs and services including:

- Adult 10, Adult 12, specific subjects;
- GED preparation and testing services;
- Specific strategies to link or bridge basic education with a transition to employment;
- Technology Enhanced Delivery.

Performance Measures

Enrolments

Baseline 2001 - 2002	Actual 2002 - 2003
Total Enrolments Credit: 240 F.L.E.: 294.6	Total Enrolments Credit: 278 F.L.E.: 379.2
Total Enrolments Non-Credit: 245 F.L.E.: 147.6	Total Enrolments Non-Credit: 126* F.L.E.: 55.5*

** Variance resulting from the elimination of Bridging.*

Completers

Baseline 2001 - 2002	Actual 2002 - 2003
Total number of completers: 267 Achieved employment: 32%	Total number of completers: 265

Equity Representation

Baseline 2001 - 2002	Actual 2002 - 2003
Equity Representation: 62%	Equity Representation: 67.3%

Major Initiatives

Funding was levered for students under the age of 21 through partnerships with Potashville School Division, Indian Head School Division, Yorkton Public School Division, and Melville School Division.

The Yorkton and Fort Qu'Appelle campuses included an Elder's component to the program. This was made possible with the help of funding obtained from the Painted Hand Community Development Corporation.

Transition studies incorporated Talking Circles into the beginning of classes weekly.

Social Studies 10 included units of study from an Aboriginal perspective.

Implementation of BE Redesign will provide more relevant curricula for aboriginal learners. Communications 10 was piloted at the Esterhazy campus.

The Fort Qu'Appelle Adult 10 instructor facilitated an Aboriginal Family Literacy Program with students.

Math A30 was delivered as a pilot using Technology Enhanced Learning supports and iSchool.

Programs & Services

University

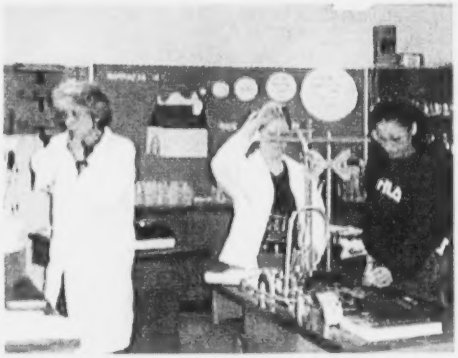
Parkland Regional College provides a comprehensive full-time first and second year Arts and Science program plus a selection of credit courses delivered through a variety of methods, program options, and delivery agents.

Performance Measures

Enrolments

Baseline 2001 - 2002	Actual 2002 - 2003
Total Enrolments*:485	Total Enrolments*:684
F.L.E.: 122.1	F.L.E.: 160.6

** Total opportunities.*



Major Initiatives

Offering a comprehensive first year with some second year courses and a full Social Work program continues to meet the needs of the students in the region.

The University program has experienced more interest from the Aboriginal community than ever before.

Students are utilizing more tutoring services in writing, biology, chemistry and mathematics.

The University program is also noting an increase in enrolments. More students are realizing that University or Technical education is critical to obtaining meaningful work, and attendance at post-secondary institutions are a given, rather than a variable.

The annual reception for the High School counsellors in the region was again very successful with 35 participants. This event provides an opportunity for networking with this audience and promotion of programs and services.

Counselling services continue to be busy.

Campus Saskatchewan is working very well.

The move to the new facility will provide us with the use of a lecture theatre with a capacity of 75 which will work well for the growing University program and commitment to delivery of face-to-face offerings.

The Technology Enhanced Learning equipment is in place and a number of courses from the University of Saskatchewan and University of Regina have been delivered.

Technology Enhanced Learning

Major Initiatives

All students in Technical Skills programs are provided access to technology and the Internet for research and class purposes.

CISCO Certified Networking Associate/Computer Technician directly support the aims of TEL through their training. This course is a hybrid of an industry credit through CISCO Systems and Woodland's course redesigned to meet the needs of our students.

The University Kinesiology - KHS 171AA class was conducted as a TEL project. Good discussions occurred off camera, showing that technology is not standing in the way of the learning.

WebTrain has been used instead of CUSeeMe Pro as the video conferencing software of choice. It eliminates many connectivity problems, and just has a low cost user fee and does not require the maintainence of the server.

Math 30A was facilitated online with North West Regional College, Parkland Regional College student, instructor and Basic Ed Coordinator. Experiments were conducted with WebTrain to push the Ink Link application out to the receive site, where students can write equations using a pen and paper, and the instructor can see the work on the screen.

Math 30A tutoring was also conducted online. The concept includes an Esterhazy instructor who tutors students taking Math 30A by correspondence, using WebTrain video conferencing, and the Seiko Ink Link Pen to show equations in real time.

SIAST Pre-Trade Carpentry and Pre-Trade Industrial Mechanics have included an on-line course from the Saskatchewan Construction Safety Association to allow participants to receive their Saskatchewan Construction Safety Certificate from the Association.

University of Saskatchewan Psych 110.6 and Computer 100.3 and University of Regina Social Work 437 professors use the computer, internet, PowerPoint, LCD projector, and screen to facilitate the classes.

Primary Care Paramedic, CISCO Networking/ Computer Tech, and Computer Works instructors use a laptop and projector to facilitate classes. All the lessons are also presented using PowerPoint.

Two students in the Computer Works program in Fort Qu'Appelle were linked with two students from Esterhazy as they participated in the Simply Accounting component of the program. The instructor in Fort Qu'Appelle created a meeting room in Webtrain that students in Esterhazy joined to participate in the training. The class was successful, and the students in the remote class received extremely high marks.

Two Basic Education students participated in iSchool activities studying Physics 30 and Math C30.

Parkland Regional College staff have participated in various workshops delivered through distance.

Ed2Go Activity averages about 10 participants per month with a noticeable amount of repeat customers. The feedback to the courses is positive.

Canora and Kamsack Credit Unions partnered with Parkland to deliver the Credit Union course: CUIC 200. An instructor in Canora video conferences with a group of 12 students located in Kamsack.

Career & Student Support Services

Career & Student Support Services provide career counselling and information to the general public in the Parkland College area. These career services, as well as personal and Student Loan / Provincial Training Allowance related counselling services are also available to College students. Various individualized and flexible options for reading, numeracy and workplace essential skills are available through Literacy Services.

Learner Support

- Computer Assisted Learning Systems (CALS) Lab
- Exam Invigilation
- Language Instruction for Newcomers to Canada (LINC) or English as a Second Language (ESL)
- Literacy Tutor
- Scholarship Opportunities
- SCN Special Event

Counselling

- Assessments
  - psycho educational
  - academic
  - career related
- Customized Workshop Development
- Group Counselling
- Individual Counselling
- Itinerant Services
- Labour Market Research
- Learning Specialist
- Portfolio Development
- Provincial Training Allowance

Major Initiatives

There is a noticeable increase in general public accessing Career Services. The Career Services Team has been actively involved in the community in areas of advocacy, creating awareness, meeting the needs through customized services for individuals and community organizations.

Assessment and career services have been provided to Saskatchewan Workers' Compensation Board clients on a more comprehensive, fee for service basis.

The Career Services Team participated with other organizations and community groups in organizing a full day Yorkton Career and Business Expo.

Also partnered with Parkland Regional library to host a Reading Circle with Puppetry to Celebrate the National Family Literacy Day.

Partnered with various community organizations in delivery of a Fetal Alcohol Spectrum Disorder (FASD) project to build awareness of the related problems, issues and supports.

Hosted a Gang Intervention presentation through the Partnership Against Violence Committee.

Hosted a Scotopic Sensitivity Awareness and Needs Workshop for tutors, school teachers and parents in the Parkland Region.

Hosted the first web forum on Adult Learning throughout life sponsored by the Canadian commission for UNESCO.

The Career Services team provided customized counselling services to a number of community organizations. These include customized career workshops for Pelly and District Youth Project and True Colors Workshop for Saskatchewan Tourism and Educational Council - STEC in Saskatoon and Prince Albert.

Successfully completed Entry Level Health and Career projects in Yorkton and Kamsack. Unique to this project was the partnership with Sunrise Health Region that provided some of the training and mentorship for the participants in the area of housekeeping, dietary and laundry. The participants also participated in industry recognized safety related certificate training, thereby giving participants proof of transferable skills in related care giving careers.

Two Workplace Essential Skills projects were delivered in partnership with Aboriginal organizations and Saskatchewan Labour Force Development Board. A total of 41 full and part-time employees of the Painted Hand Casino participated in a Workplace Essential Skills project.

A Skill Enhancement Project was delivered to 8 employees at Little Black Bear First Nation. The objective of this project was to develop job transferable skills for the band employees. A needs identification was carried out. Based on the results, customized training was offered.

Enrolment by Program Category

		Actuals						
		2001 - 2003		2002 - 2003				
	Programs	Number of Opportunities	FLE's	Number of Opportunities	Programs	Enrolment F.T.	Enrolment P.T.	FLE's
Skills Training	**Skills Training Credit**							
	Institute Credit							
	SIAST		336.2		66	157	415	279.9
	Other: (JobStart / Future Skills)		N/A		16	45	0	45
	Apprenticeship & Trade							
	Subtotal Institute Credit	*539*	*336.2*	*617*	*82*	*202*	*415*	*324.9*
	Industry Credit							
	Subtotal Credit							
	Skills Training Non-Credit							
	Industry Non-Credit		22.1		205	0	1038	85.9
	Community / Individual		35		7	0	97	4.1
	Non-Credit							
	Personal Interest Non-Credit		6		12	0	143	4.5
	Subtotal Non-Credit	*1580*	*63.1*	*1278*	*224*	*0*	*1278*	*94.5*
Total Skills Training		**2119**	**399.3**	**1895**	**306**	**202**	**1693**	**419.4**
Basic Education								
	Basic Education Credit							
	Adult Education		294.6		12	227	51	379.2
	Academic GED							
	Subtotal Basic Education Credit	*240*	*294.6*	*278*	*12*	*227*	*51*	*379.2*
	Basic Education Non-Credit							
	Literacy		7.1		1	0	27	6.4
	English Language Training		5.6		1	0	11	3.9
	Employability / Life Skills		129.6		4	38	0	32.5
	General Academic Studies		5.3		4	11	39	12.7
	Subtotal Basic Education Non-Credit	*245*	*147.6*	*126*	*10*	*49*	*77*	*55.5*
Total Basic Education		**485**	**442.2**	**404**	**22**	**276**	**128**	**434.7**
University	**University Credit**							
	University of Regina		33.2		62	17	76	48.3
	University of Saskatchewan		88.9		42	66	35	112.3
	Other:							
Total University		**485**	**122.1**	**684**	**104**	**83**	**111**	**160.6**
Total Programs		**3089**	**963.6**	**2983**	**432**	**561**	**1932**	**1014.7**

The College That Works!

Enrolment by Program Category

		Actuals						
		2001 - 2003		2002 - 2003				
	Programs	Number of opportunities	FLE's	Number of opportunities	Program Enrolment FT	Program Enrolment PT	FLE's	
Skills Training	Skills Training Credit							
	Institute Credit							
	SIAST		336.2		66	157	415	279.9
	Other: (JobStart : Future Skills)		N/A		16	45	0	45
	Apprenticeship & Trade							
	Subtotal Institute Credit	539	336.2	617	82	202	415	324.9
	Industry Credit							
	Subtotal Credit							
	Skills Training Non-Credit							
	Industry Non-Credit		22.1		205	0	1038	85.9
	Community / Individual		35		7	0	97	4.1
	Non-Credit							
	Personal Interest Non-Credit		6		12	0	143	4.5
	Subtotal Non-Credit	*1580*	*63.1*	*1278*	*224*	*0*	*1278*	*94.5*
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	Subtotal Basic Education Credit	*240*	*294.6*	*278*	*12*	*227*	*51*	*379.2*
	Basic Education Non-Credit							
	Literacy		7.1		1	0	27	6.4
	English Language Training		5.6		1	0	11	3.9
	Employability / Life Skills		129.6		4	38	0	32.5
	General Academic Studies		5.3		4	11	39	12.7
	Subtotal Basic Education Non-Credit	*245*	*147.6*	*126*	*10*	*49*	*77*	*55.5*
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University	University Credit							
	University of Regina		33.2		62	17	76	48.3
	University of Saskatchewan		88.9		42	66	35	112.3
	Other							
Total University		**485**	**122.1**	**684**	**104**	**83**	**111**	**160.6**
Total Programs		3089	963.6	2983	432	561	1932	1014.7

The College That Works!

02 03 Equity Participation in Enrolments

		Actuals 2002 - 2003							
				Regina					
				FT					
Skills Training	Skills Training Credit								
	Institute Credit								
	SIAST	40	120	2	8	8	2	157	415
	Other (JobStart / Future Skills)	4	0	0	0	0	0	45	0
	Apprenticeship & Trade								
		44	120	2	8	8	5	202	415
Basic Education	Basic Education Credit								
	Adult Education	161	24	8	4	6	1	227	51
	Academic GED								
	Subtotal Basic Education Credit	161	24	8	4	6	1	227	51
	Basic Education Non-Credit								
	Literacy	0	8	0	1	0	6	0	27
	English Language Training	0	5	0	2	0	0	0	11
	Employability / Life Skills	11	0	0	0	3	0	38	0
	General Academic Studies	7	23	0	1	0	1	11	39
	Subtotal Basic Education Non-Credit	18	36	0	4	3	7	49	77
		179	60	8	8	9	8	276	128
University	University Credit								
	University of Regina	3	10	0	1	1	0	17	76
	University of Saskatchewan	6	2	2	0	1	1	66	35
	Other								
		9	12	2	1	2	1	83	111
Total Programs		232	192	12	13	19	14	561	654

The College That Works!

Equity Participation in Enrolments

	Programs	Actuals 2002 - 2003							
		Aboriginal		Visible Minority		Disability		Total Enrolment	
		F.T.	P.T.	F.T.	P.T.	F.T.	P.T.	F.T.	P.T.
Skills Training	**Skills Training Credit Institute Credit**								
	SIAST	40	120	2	8	8	2	157	415
	Other: (JobStart / Future Skills)	4	0	0	0	0	0	45	0
	Apprenticeship & Trade								
Total Skills Training		**44**	**120**	**2**	**8**	**8**	**5**	**202**	**415**
Basic Education	**Basic Education Credit**								
	Adult Education	161	24	8	4	6	1	227	51
	Academic GED								
	Subtotal Basic Education Credit	161	24	8	4	6	1	227	51
	Basic Education Non-Credit								
	Literacy	0	8	0	1	0	6	0	27
	English Language Training	0	5	0	2	0	0	0	11
	Employability / Life Skills	11	0	0	0	3	0	38	0
	General Academic Studies	7	23	0	1	0	1	11	39
	Subtotal Basic Education Non-Credit	18	36	0	4	3	7	49	77
Total Basic Education		**179**	**60**	**8**	**8**	**9**	**8**	**276**	**128**
University	**University Credit**								
	University of Regina	3	10	0	1	1	0	17	76
	University of Saskatchewan	6	2	2	0	1	1	66	35
	Other:								
Total University		**9**	**12**	**2**	**1**	**2**	**1**	**83**	**111**
Total Programs		**232**	**192**	**12**	**17**	**19**	**11**	**561**	**654**

The College That Works!

Human Resources 02 03

Parkland Regional College has experienced very little change in staffing levels this past year. The number of short term or project-based instructors always varies from year to year. Overall our number of full-time equivalents showed a slight increase this past year.

The human resource policy of Parkland Regional College is to provide a supportive and open environment for our staff. The College prides in its commitment to building a representative workplace through our jointly (union and management) developed equity plan, to a strong commitment to respectful workplace practices as evidenced by staff training in informal mediation and improvements to our anti-harassment policy and through a commitment to developing approaches to workplace wellness through a joint committee.

Parkland Regional College conducts Joint Union Management Partnership Meetings throughout the year to develop common and collaborative approaches to improving the overall understanding of the Collective Bargaining agreement and to discuss any issues that arise. Workshops have been conducted on various aspects of the agreement and it is intended that this practice will continue.

Position and Classification	Employees	F.T.E.'s
Out of Scope		
Chief Executive Officer	1	1
Program Director	1	1
Director of Finance & Administration	1	1
Director of Human Resources	1	1
Executive Assistant	1	1
In Scope		
Coordinators Level 8	4	2.8
Coordinator / Counsellor Level 7	1	1
Coordinators Level 7	5	3.64
Research & Development Officer	1	0.8
Counsellor Level 7	1	1
Coordinators Level 6	2	1.81
Coordinators Level 5	4	2.03
Information Technician Level 5	1	0.97
Consultant Level 6	2	2
Counsellor Level 6	3	2.65
Registrar Level 5	1	1
Clerical Level 4	10	8.08
Accounting Clerk Level 4	2	2
Clerical Level 2	6	2.26
Facility Operator Level 3	1	1
Janitor Level 2	1	0.58
SCN Attendant Level 1	4	0.2
Learning Specialist	1	1
Instructors	30	20.2
Total	85*	60.04

*Does not include out of scope instructors for Community Interest programming

The College That Works!

Human Resources

Out of Scope

Fay Myers	Chief Executive Officer
Vern Nixon	Director of Finance and Administration
Bart Abrahamson	Program Director
Sonja Gehl	Director of Human Resources / Organizational Development
Rhoda Seidler	Executive Assistant

In Scope

Paul Adams	Evening Janitor
Roxanne Alstad	Clerical Program Assistant
Carol Bobowski	Student Counsellor
Maureen Broda	Clerical Program Assistant
Connie Brown	Industry Response Coordinator
Elaine Buchholzer	SCN / Clerical
Mona Daniel	Clerical Program Assistant
Catherine Degryse	Clerical Program Assitant
Deloris Delorme	Training Consultant / Research and Development
Sharon Evans	Clerical Program Assistant
Tanya Fawcett	Accounting Clerk
Cheryl Fraser	Basic Education Coordinator
Kendra Gibb	Computer Coordinator
Jason Goetting	Information Technology Support
Gail Gorchynski	Career & Student Support Counsellor
Maxine Gordon	Clerical Program Assistant
Roshan Hemani	Career & Student Support Services
Bernadette Holland	Learning Specialist
Ruth Iluk	Accounting Clerk
Carla Kaeding	Adult Education Coordinator
Michelle Kaeding	Clerical Program Assistant
Cheryl Kustra	JobStart / Future Skills Coordinator
Darrell Landels	Training Consultant
Colette Lintick	Clerical Program Assistant
Susan Lowndes	SCN Attendant
Susan Lyons	Career & Student Support Counsellor
Beatrice Malach	SCN Clerical
Carol McCullough	Literacy Coordinator
Josie Melnyk	SCN / Clerical
Charlotte Morris	Clerical Program Assistant
Donna Neyedley	Career & Student Support Counsellor
David Parnetta	Head Janitor
Angelina Polachek	Marketing Coordinator
Sharon Rokosh	SCN / Clerical
Brian Shul	Training Consultant
Shawn Stoneham	University Program / TEL Coordinator
Lurene Turgeon	Counsellor / Coordinator
Betty Waugh	SCN / Clerical
Jill Whiting	Clerical Program Assistant
Wendy Wilson	Training Consultant
Kerry Ann Wiwcharuk	SCN Attendant
Nola Yanyu	SCN / Clerical
Dorothy Zeller	Clerical Program Assistant

Instructional

Laura Anderson	SIAST Computer Works
Pat Arndt	Basic Education
George Beddome	Basic Education
Steve Chernoff	Building Maintenance Technician
Bonnie Currie	Basic Education
Barbara Evans	Practical Nursing
Glenn Falkowski	Production Line Welding
Sherilyn Fenwick	Home Care / Special Care Aide
Ron Gerein	Pre-Trade Carpentry
Robert Haacke	SIAST Pre-Trade Industrial Mechanics
Terry Heshka	Basic Education
Norbert Kotrla	Carpentry
Shayne Kreitzer	CISCO Networking / Computer Technician
Nadine Kreklewich	Basic Education
Shirley May	Basic Education
Marguerite O'Hagan	Basic Education
Blair Parkinson	Basic Education
Sandy Persick	Basic Education
Iris Phillips	Home Care / Special Care Aide
Margaret Purich	Teacher Assistant
Loretta Ritthaler	Practical Nursing
Jackie Rohatensky	Practical Nursing
Joan Velestuk	Career Development
Donna Vranai	Business Year I
Ruth Wylie	Basic Education
Gerry Yacishyn	Basic Education / Literacy
Carolee Zorn	Practical Nursing
Lorraine Zuzak	Teacher Assistant / Home Care / Special Care Aide

PARKLAND
Regional College

Financial Statement 02 03

Government of the Province of Saskatchewan
Saskatchewan Department of Learning

Parkland Regional College
Financial Statements

For the Year Ended
June 30, 2003

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Annual Report

The College That Works!

Statement of Management Responsibility

The financial statements have been prepared by management in accordance with Canadian generally accepted accounting principles and are in compliance with the provisions of legislation and related authorities. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. Financial statements are not precise because they include certain amounts based on estimates and judgements.

In fulfilling its responsibilities and recognizing the limits inherent in all systems, the management has developed and maintains a system of internal control designed to provide reasonable assurance that College assets are safeguarded from loss and that the accounting records are a reliable basis for the preparation of financial statements.

The Board of Directors of the College is responsible for the review and approval of the financial statements, and ensures management fulfils its financial reporting responsibilities. The Board meets with management and, as required, with the external auditors to discuss the results of audit examinations and financial reporting matters. The external auditors have full access to the Board with and without the presence of management.

The financial statements have been audited by Skilnick Besler Miller Moar & Co., Chartered Accountants. The Auditors' Report outlines the scope of their examination and provides their opinion on the fairness of the presentation of the information in the financial statements.

Chief Executive Officer

Director of Finance

August 6, 2003

Skilnick Besler Miller Moar & Co.
Chartered Accountants

PARKLAND REGIONAL COLLEGE

AUDITORS' REPORT

2003.

The Members of the Board
Parkland Regional College
MELVILLE, Saskatchewan

We have examined the statement of financial position of the Parkland Regional College as at June 30, 2003 and the statement of operations, statement of changes in net assets and statement of cash flows for the year then ended. The college is responsible for preparing these financial statements for Treasury Board's approval. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. These standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the College as at June 30, 2003 and the results of its operations and cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Skilnick Besler Miller Moar & Co.

SKILNICK BESLER MILLER MOAR & CO.
Chartered Accountants

Melville, Saskatchewan
August 6, 2003

The College That Works!

Financial Statement

Statement of Financial Position
as at June 30, 2003

Statement 1

	2003 Operating	2003 Capital	2003 Total	2002 Total
Assets				
Current Assets				
Cash	$ 1,481,874	$ 67,211	$ 1,549,085	$ 2,870,756
Accounts receivable (Notes 3 & 12)	229,700	-	229,700	172,070
Prepaid expenses	14,045	-	14,045	11,288
	1,725,619	67,211	1,792,830	3,054,114
Non-current Assets				
Capital Assets (Notes 2 & 4)	-	4,687,096	4,687,096	1,804,573
Long-term investments (Note 5)	571,166	-	571,166	540,476
	$ 2,296,785	$ 4,754,307	$ 7,051,092	$ 5,399,163
Liabilities				
Current Liabilities				
Accrued salaries and benefits	$ 107,220	-	$ 107,220	$ 92,519
Accounts payable & accrued liabilities (Note 6)	808,699	-	808,699	317,913
Unearned revenue (Notes 2 & 7)	112,103	-	112,103	37,405
	1,028,022	-	1,028,022	447,837
Net Assets				
Invested in capital assets	-	4,687,096	4,687,096	1,804,573
Externally restricted (Note 8)	-	67,211	67,211	2,129,631
Internally restricted (Note 9)	949,702	-	949,702	846,321
Unrestricted	319,061	-	319,061	170,801
	1,268,763	4,754,307	6,023,070	4,951,326
	$ 2,296,785	$ 4,754,307	$ 7,051,092	$ 5,399,163

See accompanying notes to financial statements

On behalf of the Board:

Director

Director/CFO

Parkland Regional College
Statement of Operations
for the year ended June 30, 2003

Statement 2

	2003 Budget (Note 10)	2003	2002 (Note 18)	2003	2002	2003	2002
	Operating			Capital		Total	
Revenues (Schedule 1)							
Saskatchewan Department of Learning	$ 4,237,065	$ 3,792,883	$ 3,830,579	$ 930,000	$ 995,000	$ 4,722,883	$ 4,825,579
Federal Government	101,687	23,013	28,338	-	-	23,013	28,338
Other Revenue	1,367,170	1,821,737	1,273,158	54,488	37,770	1,876,225	1,310,928
Total revenues	5,705,922	5,637,633	5,132,075	984,488	1,032,770	6,622,121	6,164,845
Expenses (Schedule 2)							
Agency Contracts	1,649,241	1,123,859	1,408,139	-	-	1,123,859	1,408,139
Amortization	-	-	-	165,304	190,567	165,304	190,567
Equipment	91,282	92,895	122,376	-	-	92,895	122,376
Facilities	231,450	246,303	228,467	-	-	246,303	228,467
Information Technology	29,020	24,118	14,215	-	-	24,118	14,215
Operating	582,006	644,457	562,242	-	-	644,457	562,242
Personal Services	3,167,348	3,253,441	2,849,573	-	-	3,253,441	2,849,573
Total expenses	5,750,347	5,385,073	5,185,012	165,304	190,567	5,550,377	5,375,579
Excess (deficiency) of revenue over expenses	$ (44,425)	$ 252,560	$ (52,937)	$ 819,184	$ 842,203	$ 1,071,744	$ 789,266

See accompanying notes to financial statements

Statement of Changes in Net Assets
for the year ended June 30, 2003

	2003				2003	2002
	Invested in capital assets	Restricted Externally	Restricted Internally	Unrestricted	Total	Total
Excess of revenue over expenses	$ (165,304)	$ -	$ -	$ 1,237,048	$ 1,071,744	$ 789,266
Net assets, beginning of year	1,804,573	2,129,631	846,321	170,801	4,951,326	4,162,060
Interfund transfers:						
Invested in capital assets	3,047,827	(2,992,420)	(55,407)		-	-
Externally imposed restrictions	-	930,000	-	(930,000)	-	-
Internally imposed restrictions	-	-	158,788	(158,788)	-	-
Net assets, end of year	$ 4,687,096	$ 67,211	$ 949,702	$ 319,061	$ 6,023,070	$ 4,951,326

Restricted details:

	Beginning Balance	To Restricted	From Restricted	Ending Balance
Externally Restricted (Note 6)				
Yorkton facility	$ 2,065,631	$ 920,000	$ 2,985,631	-
Technology Enhanced Learning capital purchases	64,000	10,000	6,789	67,211
	2,129,631	930,000	2,992,420	67,211
Internally Restricted (Note 9)				
Vocational technical programs carryforward	124,570	84,515	124,570	84,515
Yorkton facility	469,670	53,843	48,091	475,422
Technology purchases	218,568	85,000	7,316	296,252
Furniture and equipment	8,513	20,000	-	28,513
Employee sick leave/contingency	25,000	-	-	25,000
CEO Professional Development	-	40,000	-	40,000
	846,321	283,358	179,977	949,702
	$ 2,975,952	$ 1,213,358	$ 3,172,397	$ 1,016,913

See accompanying notes to the financial statements.

Statement of Cash Flows
for the year ended June 30, 2003

Statement 4

	2003	2002
Cash flows from operating activities		
Excess of revenues over expenses	$ 1,071,744	$ 789,266
Amortization of capital assets	165,304	190,567
	1,237,048	979,833
Changes in non-cash working capital		
(Increase) Decrease in accounts receivable	(57,630)	128,285
(Increase) Decrease in prepaid expenses	(2,757)	6,712
Decrease in advance - Yorkton Regional High School	-	31,163
Increase in accrued salaries and benefits	14,701	13,466
Increase (Decrease) in accounts payable and accrued liabilities	490,786	(8,408)
Increase (Decrease) in unearned revenue	74,698	(80,996)
Cash provided from operating activities	1,756,846	1,070,055
Cash flows from investing activities		
Purchase of investments	(30,690)	(29,046)
Purchase of capital assets	(3,047,827)	(232,141)
Cash used in investing activities	(3,078,517)	(261,187)
Net (decrease) increase in cash	(1,321,671)	808,868
Cash and cash equivalents, beginning of year	2,870,756	2,061,888
Cash and cash equivalents, end of year	$ 1,549,085	$ 2,870,756

See accompanying notes to financial statements

The College That Works!

Statement of Operating Fund Revenues by Function
for the year ended June 30, 2003

Schedule 1

	2003								2003	2003 Budget (Note 10)	2002 (Note 18)
	General	Skills Training		Basic Education		University	Services				
		Credit	Non-credit	Credit	Non-credit	Credit	Learner Support	Counsel	Total	Total	Total
Provincial Government											
Saskatchewan Learning											
Operating grant	$ 1,661,364	$ -	$ -	$ -	$ -	$ -	$ 17,500	$ -	$ 1,678,864	$ 1,686,398	$ 1,629,439
Program payments	-	1,170,746	-	566,808	-	-	195,273	-	1,932,827	2,187,603	1,833,265
Other	54,500	-	-	5,309	-	-	-	-	59,809	83,000	71,019
	1,715,864	1,170,746	-	572,117	-	-	212,773	-	3,671,500	3,937,001	3,533,723
Other Provincial	-	-	-	-	56,422	-	15,000	49,961	121,383	300,064	296,856
	1,715,864	1,170,746	-	572,117	56,422	-	227,773	49,961	3,792,883	4,237,065	3,830,579
Federal Government											
Admin recovery	-	-	-	-	-	-	-	-	-	-	11,250
Seat purchases	-	-	-	-	-	-	-	-	-	-	-
Projects	-	-	-	-	-	-	23,013	-	23,013	76,687	17,088
Other	-	-	-	-	-	-	-	-	-	25,000	-
	-	-	-	-	-	-	23,013	-	23,013	101,687	28,338
Other Revenue											
Admin recovery	-	-	-	-	-	-	-	-	-	-	-
Contracts	95,366	137,824	76,879	262,433	7,750	900	21,644	10,065	612,861	501,229	340,945
Interest	71,377	-	-	-	-	-	-	-	71,377	66,540	67,818
Rents	25,242	-	2,102	-	-	-	-	-	27,344	36,468	20,751
Resale items	-	99,276	10,464	2,043	-	44,211	549	-	156,543	67,560	83,171
Tuitions	-	361,644	234,617	16,468	-	251,759	2,695	1,665	869,048	664,434	657,485
Other	9,255	15,529	5,613	4,463	9,950	1,635	14,883	3,236	64,564	30,939	102,988
	201,240	634,273	329,675	285,407	17,700	298,505	39,771	14,966	1,821,737	1,367,170	1,273,158
Total revenue	1,917,104	1,805,019	329,675	857,524	74,122	298,505	290,557	64,927	5,637,633	5,705,922	5,132,075
Total operating expenses (Schedule 2)	2,170,850	1,604,373	230,029	731,292	40,600	249,148	141,761	217,020	5,385,073	5,750,347	5,185,012
Excess (deficiency) of revenues over expenses	$ (253,746)	$ 200,646	$ 99,646	$ 126,232	$ 33,522	$ 49,357	$ 148,796	$ (152,093)	$ 252,560	$ (44,425)	$ (52,937)

See accompanying notes to the financial statements.

Schedule of Operating Fund Expenses by Function
for the year ended June 30, 2003

Schedule 2

	2003									2003	2003 Budget (Note 10)	2002 (Note 18)
	General	Skills Training		Basic Education		University	Services					
		Credit	Non-credit	Credit	Non-credit	Credit	Learner Support	Counsel		Total	Total	Total
Agency Contracts	$ 1,345	$ 700,138	$ 170,700	$ -	$ 3,585	$ 196,285	$ 51,796	$ -		$ 1,123,859	$ 1,649,241	$ 1,408,139
Equipment	75,524	16,131	1,240	-	-	-	-	-		92,895	91,282	122,378
Facilities	204,864	36,102	777	-	1,400	86	-	1,074		248,303	231,450	228,467
Information Technology	22,435	1,023	660	-	-	-	-	-		24,118	29,020	14,215
Operating (Schedule 3)	260,561	215,854	43,730	39,491	3,260	52,777	10,662	18,102		644,457	582,006	562,242
Personal services	1,606,121	633,125	12,922	691,801	32,325	-	79,303	197,844		3,253,441	3,167,348	2,849,573
	$ 2,170,850	$ 1,604,373	$ 230,029	$ 731,292	$ 40,600	$ 249,148	$ 141,761	$ 217,020		$ 5,385,073	$ 5,750,347	$ 5,185,012
			$ 1,834,402		$ 771,892				$ 358,781			

See accompanying notes to financial statements

Schedule of Operating Expenses
for the year ended June 30, 2003

Schedule 3

	2003 Total	2003 Budget Total (Note 10)	2002 Total (Note 18)
Advertising	$ 63,309	$ 73,540	$ 64,979
Association Fees & Dues	10,926	8,650	14,509
Bad Debts	3,365	3,000	15,283
Financial Services	4,346	4,800	3,190
In-Service	31,442	44,186	22,277
Insurance	12,588	12,540	11,571
Materials & Supplies	153,520	114,050	102,281
Postage, Freight & Courier	13,466	10,420	8,595
Printing & Copying	14,631	19,750	14,040
Professional Services	23,386	41,350	51,009
Resale Items	163,294	66,380	102,286
Subscriptions	1,262	940	1,409
Telephone/Fax	58,641	65,600	61,598
Travel	90,281	116,800	89,215
	$ 644,457	$ 582,006	$ 562,242

Notes to Financial Statements
for the year ended June 30, 2003

1. PURPOSE AND AUTHORITY

The Parkland Regional College offers educational services and programs under the authority of Section 14 of The Regional Colleges Act.

The Board of the Parkland Regional College is responsible for administering and managing the educational affairs of the College in accordance with the intent of The Regional Colleges Act and its regulations.

The College's objectives are to promote the social, economic and cultural development of the Parkland region of Saskatchewan by facilitating learning options and participating in community groups.

The College is exempt from the payment of income tax.

2. SIGNIFICANT ACCOUNTING POLICIES

The financial statements have been prepared in accordance with Canadian generally accepted accounting principles and include the following significant policies:

a) Fund Accounting

The accounts of the College are maintained in accordance with the principles of fund accounting. For accounting and reporting purposes, resources are classified into funds in accordance with specified activities or objectives:

(i) Operating Fund
The operating fund accounts for the College's program delivery service and administrative activities.

(ii) Capital Fund
The capital fund reflects the net book value of all capital assets of the College after taking into consideration any associated long term debt. The capital fund also includes contributions, interest and donations designated for capital purposes by the contributor. Also included in the capital fund are the appropriations for future capital expenditures.

b) Revenue Recognition

The College follows the restricted fund method of accounting for grants. Restricted contributions to general operations are recognized as revenue of the operating fund in the year in that the related expenses are incurred. Contributions restricted for capital assets are recognized as revenue of the capital fund in the year they are received or receivable.

Unrestricted operating grants are recognized as revenue of the operating fund when received or receivable. Tuition and fee revenue is recognized as the course instruction is delivered. Revenue from contractual services is recognized as the service is delivered.

(Continued on next page)

The College That Works!

Notes to Financial Statements
for the year ended June 30, 2003

2. SIGNIFICANT ACCOUNTING POLICIES ... Continued

c) Capital Assets

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution. Capital assets are amortized on a straight-line basis over their estimated useful lives, and are reported as an expense in the capital fund as follows:

Leasehold improvements	5% to 20%
Buildings	5%
Office furnishing/equipment	10% to 20%
Computer hardware	33%

3. ACCOUNTS RECEIVABLE

Accounts receivable are composed of the following:

	2003	2002
Saskatchewan Department of Learning	$ 14,527	$ 38,423
Government of Saskatchewan - Other	8,600	6,497
Federal government	144,799	578
Yorkton Regional High School	176	40,339
Other	61,598	86,233
	$ 229,700	$ 172,070

4. CAPITAL ASSETS

	COST	ACCUMULATED AMORTIZATION	2003 NET BOOK VALUE	2002 NET BOOK VALUE
Land	$ 14,000	$ Nil	$ 14,000	$ 14,000
Leasehold improvements	416,448	219,815	196,633	216,127
Buildings	4,678,721	278,423	4,400,298	1,441,797
Office furnishings/ equipment	229,974	178,335	51,639	64,307
Computer hardware	647,079	622,553	24,526	68,342
	$5,986,222	$1,299,126	$4,687,096	$1,804,573

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Notes to Financial Statements
for the year ended June 30, 2003

5. INVESTMENTS

The College has invested $571,166 (2002 - $540,476) in Province of Saskatchewan strip bonds. These bonds mature in the year 2008 and bear an interest rate of 5.60%. The current market value of the bonds is $612,715. It is the intention of the Board to hold these bonds to maturity, therefore fluctuating market values have not been reflected in the financial statements.

6. ACCOUNTS PAYABLE

Accounts payable are composed of the following:

	2003	2002
Government of Saskatchewan - Other	$ 1,095	$ 6,659
Other	807,604	311,254
	$ 808,699	$ 317,913

7. UNEARNED REVENUE

Unearned revenue consists of transfers received to carry out specific activities in excess of the expenses incurred on those activities at the end of the fiscal year as follows:

	2003	2002
Saskatchewan Department of Learning	$ 30,000	$ 25,000
Other	37,952	Nil
Student tuitions	44,151	12,405
	$ 112,103	$ 37,405

8. EXTERNAL RESTRICTION ON NET ASSETS

The Department of Learning has funded $67,211 designated capital contributions to be used for future capital expenditures as per Statement 3. These externally restricted amounts are not available for other purposes without approval of the Department of Learning.

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The College That Works!

Notes to Financial Statements
for the year ended June 30, 2003

9. INTERNAL RESTRICTION ON NET ASSETS

The Board of Directors of Parkland Regional College have placed internal restrictions on $949,702 of net assets to be used for purposes as indicated in Statement 3.

10. BUDGET AMOUNTS

The budget amounts on these financial statements were prepared by Regional College Management and approved by the Board on May 21, 2002. The Minister approved the budget on June 28, 2002.

11. RELATED PARTY TRANSACTIONS

These financial statements include transactions with related parties. The College is related to all Saskatchewan Crown Agencies such as departments, corporations, boards and commissions under the common control of the Government of Saskatchewan. Also, the College is related to non-Crown enterprises that the Government jointly controls or significantly influences.

Routine operating transactions with related parties are recorded at the rates charged by those organizations and are settled on normal trade terms.

	2003	2002
SaskTel	$ 62,353	$ 60,977
SaskPower and SaskEnergy	66,020	63,728
Sask Property Management	47,638	40,249

In addition, the College pays Provincial Sales Tax to the Saskatchewan Department of Finance on all taxable purchases. Taxes paid are recorded as part of the cost of those purchases.

During the year the College continued a contract with Saskatchewan Communications Network (SCN) to deliver various training and educational programs. The College received $95,366 (2002 - $105,500) during the year to deliver these programs.

The College brokerages course programs from SIAST. The amount incurred during the year amounted to $333,168 (2002 - $292,737).

The College brokerages course programs from the University of Saskatchewan. The amount incurred during the year amounted to $159,891 (2002 - $149,706).

The College brokerages course programs from the University of Regina. The amount incurred during the year amounted to $36,381 (2002 - $25,384).

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Notes to Financial Statements
for the year ended June 30, 2003

12. FINANCIAL INSTRUMENTS

(a) The carrying amount of cash and temporary investments, accounts receivable, accounts payable and accrued liabilities and accrued holiday pay approximates fair value due to the short term maturity of these instruments. There are no significant terms or conditions related to these financial instruments that may affect the amount, timing, or certainty of future cash flows.

(b) The College is exposed to credit risk from the potential non-payment of accounts receivable. The majority of the College's receivables are from the Provincial and Federal government, therefore, credit risk is minimal.

13. EMPLOYEE FUTURE BENEFITS

Employees of the College participate in one of two pension plans. Teachers and other employees requiring a teaching certificate participate in a defined benefit plan, the Teachers' Superannuation Plan (TSP) which is administered by the Teachers' Superannuation Commission. No matching contribution is made by the College nor does it have a financial obligation to the TSP. All other employees participate through the Municipal Employees' Pension Plan (MEPP) which is a multi-employer defined benefit plan. The last actuarial valuation of the MEPP indicated there was a surplus in the plan. The College's financial obligation to the MEPP is limited to making required payments to match amounts contributed by employees for current services. Pension expense for the year amounted to $90,958 (2002 - $75,387).

14. YORKTON REGIONAL HIGH SCHOOL

The College is currently renting from the Yorkton Regional High School classroom and office space until the completion of their new joint use facility.

15. LINE OF CREDIT AGREEMENT

The College is currently utilizing Nil (2002 - Nil) of an established line of credit up to $200,000 with the Royal Bank of Canada, Melville, Saskatchewan. Security for advances under the agreement consists of an assignment of grant proceeds due from Saskatchewan Department of Learning.

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Notes to Financial Statements
for the year ended June 30, 2003

16. LEASE AGREEMENTS

The College is obligated under the following lease agreements.

a) **Instructional Facilities**
- Treaty # Four Governance Centre, Fort Qu'Appelle, Saskatchewan, under a five year lease which expires August 22, 2005. The agreement covers use of the facility and grounds with monthly rental of $3,763. The agreement contains an option to renew at the end of the initial lease term.

b) **Offices**
- Administration office and classrooms located in the Melville Comprehensive School, Melville, Saskatchewan, under a ten year lease which expires August 15, 2008. Terms of the lease provide for annual rental of $50,000 plus applicable taxes.

- Branch office and classrooms, Canora, Saskatchewan, located in the Canora Community Centre on a year to year informal lease agreement with the Town of Canora. Terms of the lease provide for annual rental of $11,550.

c) **Equipment**
- Danka Canada covering 6 photocopiers at various locations until March 21, 2008. Terms of the lease call for annual rental payments of $17,575 plus taxes.

- IBM Canada covering annual maintenance on computer equipment at approximately $2,168 including taxes.

d) **Vehicle**
- GMAC for a 2001 Chevrolet Venture van. Terms of the lease call for 36 monthly payments of $654, expiring November 6, 2003.

17. SIMPSON SCHOOL FACILITY

The College has negotiated the sale of Simpson School on October 31, 2003 for $210,000.

18. COMPARATIVE AMOUNTS

Prior year comparative amounts have been reclassified to conform to current year presentation.

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PARKLAND Regional College

Glossary of Terms 02 03

ACCC - Association of Canadian Community Colleges

ASRC - Association of Saskatchewan Regional Colleges

BOMI - The Building Owners and Managers Institute

CEO - Chief Executive Officer

CISCO - CISCO Networking Academy

Completers - Any participant who have successfully completes or graduates from a course or program.

EAPD - Employability Assistance for People with Disabilities

Enrolment - A person enrolled in any course or program

ESL - English as a Second Language

FASD - Fetal Alcohol Spectrum Disorder

FLE - Full Load Equivalent

GED - General Educational Development

iSchool - A centralized bank of online classes at the 10, 20 and 30 level

LCD - Liquid Crystal Display

LINC - Language Instruction for Newcomers to Canada

Opportunities - One enrolment in any course or program

PTA - Provincial Training Allowance

RPL - Recognition of Prior Learning

TEL - Technology Enhanced Learning

SCN - Saskatchewan Communications Network

SGEU - Saskatchewan Government and General Employees' Union

SIAST - Saskatchewan Institute of Applied Science and Technology

SIIT - Saskatchewan Indian Institute of Technologies

STEC - Saskatchewan Tourism Education Council

UNESCO - United Nations Educational, Scientific and Cultural Organization

02
03

PARKLAND
Regional College

The College That Works!

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Tel: 306.783.6566